



**MEETING INFORMATION**

Is it a MAG meeting or Non-MAG meeting (used for billing purposes):

\_\_\_\_\_  
\_\_\_\_\_

Is a phone add-on needed? If yes please specify the name of participant and their phone number.

\_\_\_\_\_  
\_\_\_\_\_

Are there any sites that have not been certified? (Contact information) If yes, see Site Certification Form.

\_\_\_\_\_  
\_\_\_\_\_

Is a trained user available to provide teleconferencing assistance, if necessary? Please circle one. Yes / No

\_\_\_\_\_  
\_\_\_\_\_

**PART II**

About how many miles round trip would you estimate were saved by video or audio conferencing for this meeting?

\_\_\_\_\_  
\_\_\_\_\_

About how much travel time would you estimate was saved by video or audio conferencing for this meeting?

hours: \_\_\_\_\_ minutes: \_\_\_\_\_

Please Describe Any Technical Problems:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Confirmation/Notification

The Hub Site Coordinator (HSC) will provide the Originating Site Coordinator (OSC) with confirmation of the meeting by completing Confirmation/Notification of Meeting Form and sending it to the OSC by e-mail or fax. Once the reservation is made, the OSC will e-mail or fax this Form to participating site coordinators. A participating site coordinator is a site coordinator involved in the scheduling process because either he/she or someone from his/her site is participating in the meeting. The participating site coordinator is responsible for notifying meeting participants at his/her location, confirming their attendance, and confirming reservation of the teleconference room and equipment.

OSC Name:				Date of conference:			
Start time of conference:		am			Stop time of conference:		am
		pm					pm
Time Zone:	Pacific:		Mountain:		Central:		Eastern:

For a multipoint videoconference call you will need the following information:

Video numbers to dial into the MCS (if applicable)		
Password to get into the MCS (if necessary)		

For an audio conference call you will need the following information:

Audio number to dial into the ACS	
Audio conference password	

The HSC will be responsible for site certification, if necessary, because of the location of the MCS. Site certification is required for all new sites (See Site Certification Form)

Connection/Testing Time	
<b>Site A</b>	
Date:	
Time:	
<b>Site B</b>	
Date:	
Time:	
<b>Site C</b>	
Date:	
Time:	
<b>Site D</b>	
Date:	
Time:	

## Site Certification For Non-MAG Regional Videoconferencing System Sites

The Site Certification Form is to be completed by non-certified sites. A non-certified site is a new video site with whom none of the MAG or MAG member agency sites have ever teleconferenced. Since little or nothing is known about the non-certified site, the OSC must complete this Form with the non-certified site in order to provide contact and video site information needed to make a successful teleconference call.

The OSC will know if a site is non-certified when completing the Scheduling Form. The OSC must ask all non-certified sites to complete this Form. The OSC must give this completed Form to the HSC one week prior to the meeting so that the HSC can update the Site Profiles database. Three days prior to the teleconference the HSC will perform a test call with the non-certified sites.

<b>Contact Information</b>	
Location of Video Site	
Contact Person	
Contact Phone Number with Area Code	
Contact Fax Number with Area Code	
Contact E-mail	
Name of Secondary Contact	
Phone Number of Secondary Contact	

<b>Teleconferencing Information</b>	
Type of Videoconferencing Equipment	
Were There Any Software Revisions? If Yes to What Level	
Available Peripheral Equipment	
Number to Establish Call with Videoconferencing Equipment	
H.320 or H.323 Connection	
Type of Network	
Bandwidth (Kbps)	
Name of Long Distance Carrier	
Name of Local Exchange Carrier	

## Site Information For MAG Regional Videoconferencing System Sites

The Site Information Form only needs to be filled out once by each end site coordinator and the hub site coordinator (HSC). If there is a change in personnel or teleconferencing equipment then this Form should be resubmitted to the HSC with the correct information within three business days of the change. Information from this Form will be kept in a Site Profiles database available for end and hub site viewing. It will be a secure site. In addition, information from the Site Certification Form, will be added to the Site Profiles database. Please refer to the Site Information policy and procedure for more detailed information.

<b>Site Contact Information</b>	
Location of Site	
Full Address of Site	
Site Coordinator Name	
Site Coordinator Phone Number	
Site Coordinator Fax Number	
Site Coordinator Additional Numbers (i.e. pager, cell phone #s)	
Site Coordinator E-mail	
Name of Backup Site Coordinator	
Backup Site Coordinator Phone Number	
Backup Site Coordinator Fax Number	
Backup Site Coordinator E-mail	

<b>Site Profile Information</b>	
Type of Videoconferencing Equipment	
Equipment Serial Numbers	
Were There Any Software Revisions? If Yes to What Level	
Available Peripheral Equipment	
Number to Establish Call with Videoconferencing Equipment	
Name of Long Distance Carrier	

## **DEFINITIONS**

Audio Conference Server (ACS) - The ACS allows sites to participate in audio conference meetings with three or more sites in one audio conference.

Certified Partnered Sites - A partnered site is a site that is outside the MAG Regional network and not directly under the control of any of the MAG end site coordinators, but is certified.

Hub Site Coordinator (HSC) - The HSC is the single point of contact at the MAG or hub site location.

MAG meeting - A teleconference meeting on MAG issues. MAG business meetings will be paid for by MAG.

Multipoint Conference Server (MCS) - The MCS allows sites to participate in videoconference meetings with three or more sites in one videoconference.

Non-certified site - A non-certified site is a new video site with whom none of the MAG or MAG member agency sites have ever teleconferenced. Since little or nothing is known about the non-certified site, we need to collect contact and video site information on the site.

Non-MAG meeting - A teleconference meeting not on MAG issues. Non-MAG business meetings will not be paid for by MAG.

Originating Site Coordinator (OSC) - The OSC is the site coordinator from one of the 27 end sites that would like to originate a conference. Keep in mind that each end site will provide an end site coordinator (and backup) as the single point of contact for that end site and that site coordinators will have certain responsibilities to ensure the Regional Teleconferencing System is a success.

Site Coordinator - A site coordinator is the single point of contact at each end site, who administers the videoconference and audio conference system and assists end users when necessary.

SPOC - Single Point of Contact - is the main point of contact for all site users for system scheduling, room scheduling (scheduling room other than videoconferencing needs), system assistance, trouble reporting. The site coordinator is the SPOC and should be responsible for backup coordinators, in delivering new information on site, and should be the liaison between their location and the hub site.

Teleconference - Includes video and audio conferencing